

UNIT TWO: Data for Simple Calculations



Topics:

- Enter and format a title
- Modify font style and size
- Enter column headings
- Move data
- Edit data

Do This:

I. Entering and Formatting Titles:

The information used for this worksheet is excerpted material from *Getting America's Students Ready for the 21st Century: Meeting the Technology Literacy Challenge*, a technology report from the US Department of Education.

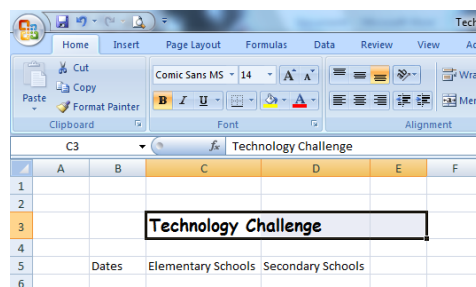
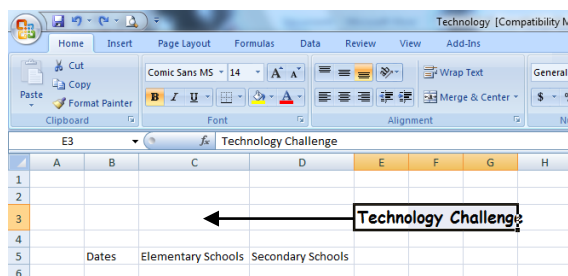
1. **Open** a new Excel workbook.
2. From the Office Button, click **Save As**.
3. Type **Technology** as the file name.
4. Save in your documents.
5. Click the **Save** button, leaving the workbook on the screen.
6. Move the pointer to **Cell E3**, type **Technology Challenge** and hit **ENTER**.
7. Click in **Cell E3** again and change the font of the title to Comic Sans MS, size 14 and Bold:
8. **Quick Save** your worksheet and continue.



Do This:

II. Entering Column Headings:

1. Click **Cell B5**, and type **Dates**.
2. Press **TAB** to go to **Cell C5**, and type **Elementary Schools**. Widen this column so the text fits in C column. (You may want to refer to Unit One to review how to do this!)
3. Click **Cell D5**, and type **Secondary Schools**. Widen this column so the text fits.
4. Click **Cell E3** and drag your mouse over to **Cell G3** so that the title is highlighted.
5. With the title now selected, place your mouse pointer on any side of this selected box (directly on the line) and **drag** the box to move the title to **Cell C3**.

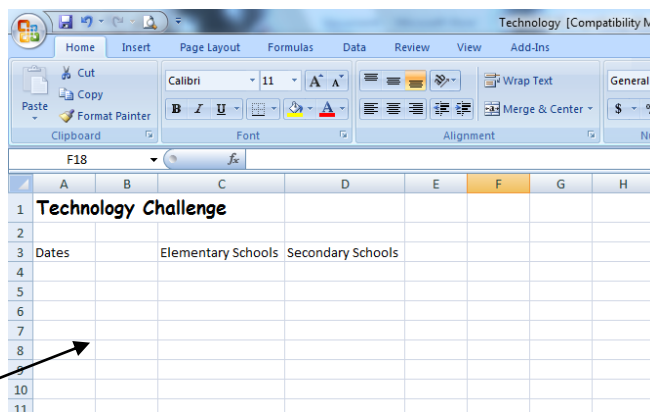


6. **Quick Save** your worksheet and continue.

Do This:

III. Arranging Text with the Cut and Paste Commands:

1. **Right-Click Cell C3** and select **Cut**.
2. **Right-Click Cell A1**, and select **Paste**.
3. **Right-Click Cell D5**, and select **Cut**.
4. **Right-Click Cell D3**, and select **Paste**.
5. **Right-Click Cell C5**, and select **Cut**.
6. **Right-Click Cell C3**, and select **Paste**.
7. **Right-Click Cell B5**, and select **Cut**.
8. **Right-Click Cell A3**, and select **Paste**.
9. Your worksheet should look like this.
10. **Quick Save** your worksheet and continue.



Do This:

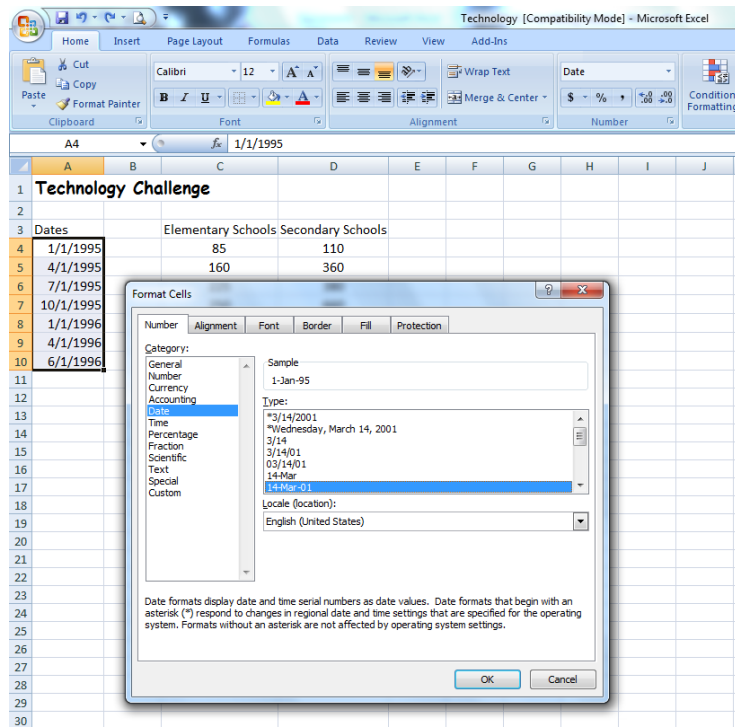
IV. Entering Data:

1. Starting in **Cell A4**, type the following information (growth of the World Wide Web sites in US schools) under the corresponding headings:

	A	B	C	D
1	Technology Challenge			
2				
3	Dates		Elementary Schools	Secondary Schools
4	1/1/1995		85	110
5	4/1/1995		160	360
6	7/1/1995		225	380
7	10/1/1995		250	660
8	1/1/1996		425	900
9	4/1/1996		800	1400
10	6/1/1996		1100	1720
11				

2. **Quick Save** your worksheet and continue.

3. **Select** the date column from **Cell A4 through Cell A10**, right-click the highlighted area and select **Format cells**.
4. Select the following format and click **OK**:



Your worksheet should appear as follows:

The worksheet is displayed with the following data:

Dates	Elementary Schools	Secondary Schools
1-Jan-95	85	110
1-Apr-95	160	360
1-Jul-95	225	380
1-Oct-95	250	660
1-Jan-96	425	900
1-Apr-96	800	1400
1-Jun-96	1100	1720

5. **Quick Save** your worksheet and continue.

V. Doing Simple Calculations:

Use these symbols to perform simple calculations in Excel



Calculation	Symbol
Addition	+
Subtraction	-
Division	/
Multiplication	*

Do This:

Calculate the sum of schools with Web Sites

1. Using the **Technology** worksheet, click **E3** and type **Total Sites**, press **ENTER**. (Remember to adjust column width)
2. Click **E4** and type the following formula to get the sum of sites for both elementary and secondary schools: **=c4+d4**

	A	B	C	D	E	F	G
1	Technology Challenge						
2							
3	Dates		Elementary Schools	Secondary Schools	Total Sites		
4	1-Jan-95		85	110	=c4+d4		
5	1-Apr-95		160	360			
6	1-Jul-95		225	380			
7	1-Oct-95		250	660			
8	1-Jan-96		425	900			
9	1-Apr-96		800	1400			
10	1-Jun-96		1100	1720			
11							
12							
13							

3. Hit **ENTER**.
4. Copy the formula by clicking **Cell E4** and dragging the **Fill Handle** from **Cell E4** to **Cell E10**.

	A	B	C	D	E	F	G
1	Technology Challenge						
2							
3	Dates		Elementary Schools	Secondary Schools	Total Sites		
4	1-Jan-95		85	110	195		
5	1-Apr-95		160	360			
6	1-Jul-95		225	380			
7	1-Oct-95		250	660			
8	1-Jan-96		425	900			
9	1-Apr-96		800	1400			
10	1-Jun-96		1100	1720			
11							
12							

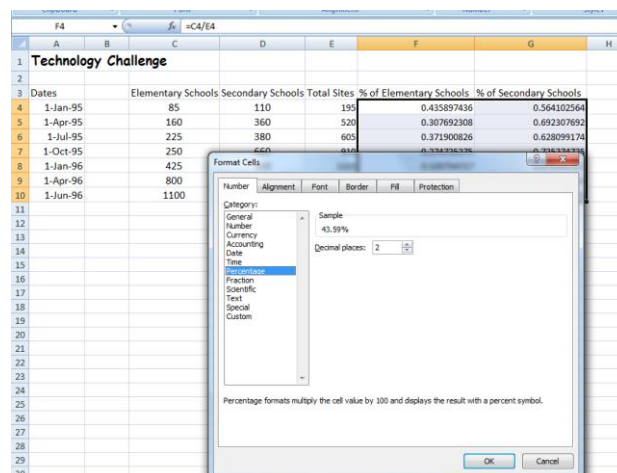
Your worksheet should appear as follows:

	A	B	C	D	E	F	G	H	I	J
1	Technology Challenge									
2										
3	Dates		Elementary Schools	Secondary Schools	Total Sites					
4	1-Jan-95		85	110	195					
5	1-Apr-95		160	360	520					
6	1-Jul-95		225	380	605					
7	1-Oct-95		250	660	910					
8	1-Jan-96		425	900	1325					
9	1-Apr-96		800	1400	2200					
10	1-Jun-96		1100	1720	2820					
11										
12										

Do This:

Calculate the percentage of schools with Web sites by category

1. Click **Cell F3** and type **% of Elementary Schools**, hit **ENTER**. (Remember to adjust column width)
2. Click **Cell G3** and type **% of Secondary Schools**, hit **ENTER**. (Remember to adjust column width)
3. Click **Cell F4** and type the following formula to get the percentage of sites for elementary schools: **=c4/e4**
4. Hit **ENTER**.
5. Click **Cell F4** again, and using the **Fill Handle**, copy this formula from **Cell F4** through **Cell F10**.
6. Click **Cell G4** and type the following formula to get the percentage of sites for secondary schools: **=d4/e4**
7. Hit **ENTER**.
8. Using the Fill Handle, copy this formula from **Cell G4** through **Cell G10**.
9. Select **Cell F4 through Cell G10**, right-click the highlighted area and select **format cells**.
10. Select the **Percentage Category** and **Decimal Places: 2**, hit **OK**.



Your worksheet should appear as follows:

	A	B	C	D	E	F	G	H
1	Technology Challenge							
2								
3	Dates		Elementary Schools	Secondary Schools	Total Sites	% of Elementary Schools	% of Secondary Schools	
4	1-Jan-95		85	110	195	43.59%	56.41%	
5	1-Apr-95		160	360	520	30.77%	69.23%	
6	1-Jul-95		225	380	605	37.19%	62.81%	
7	1-Oct-95		250	660	910	27.47%	72.53%	
8	1-Jan-96		425	900	1325	32.08%	67.92%	
9	1-Apr-96		800	1400	2200	36.36%	63.64%	
10	1-Jun-96		1100	1720	2820	39.01%	60.99%	
11								
12								

11. **Save** (and close) the Technology worksheet in your documents.

Unit 2 Exercise: **SAVE, do not print.**

Show the finished worksheet to your teacher

1. Click **Cell D1**, type *Grade 10 BBT*, hit **ENTER**.
2. **Widen Column D** so the text will fit.
3. Click **Cell A3**, type *Student*.
4. **TAB** to go to **Cell B3**, type *Module 1*.
5. **TAB** to go to **Cell C3**, type *Module 2*.
6. **TAB** to go to **Cell D3**, type *Module 3*, and hit **ENTER**.
7. Starting in **Cell A4** through **Cell A13**, type the following student names:

	A	B	C	D	E	F	G
1				Grade 10 BBT			
2							
3	Student	Module 1	Module 2	Module 3			
4	Sally						
5	Jess						
6	Tom						
7	Jane						
8	Bill						
9	Sue						
10	Chris						
11	Jen						
12	Adam						
13	Jill						
14							

8. Starting in **Cell B4**, type the following marks on the worksheet for the students so that your worksheet looks like this:

	A	B	C	D	E
1				Grade 10 BBT	
2					
3	Student	Module 1	Module 2	Module 3	
4	Sally	98	94	95	
5	Jess	78	80	88	
6	Tom	66	70	78	
7	Jane	61	65	62	
8	Bill	44	56	65	
9	Sue	56	60	65	
10	Chris	67	70	74	
11	Jen	89	90	80	
12	Adam	90	88	84	
13	Jill	94	90	90	
14					

9. In **Cell E3**, type *Midterm Mark* and adjust the width of the column.
10. In **Cell E4**, calculate the Midterm Mark by adding Cells B4, C4, and D4 and dividing by 3. (Hint: you must use parentheses for the Sum)
11. Using the **Fill Handle**, copy the formula from **Cell E4 through Cell E13**.
12. With the Cells in **Column E** still selected, change the format of the cells to **Number with 2 Decimals**.
13. Type your name in **Cells A15**.
14. **Save** the worksheet in your documents as: *Activity Two*

Unit Two

Review Questions

1. The Fill Handle is used to:
 - a. Delete data in a cell
 - b. Copy data from one cell to another
 - c. Change the size of the font
 - d. Bold the font

2. You can move the data of one cell to another cell by:
 - a. using copy and paste
 - b. dragging the frame of the selected data to a new cell
 - c. both a. and b.
 - d. only a.

3. To get the Sum of two numbers the * symbol may be used:
 - a. True
 - b. False

4. Dates can be formatted to change their appearance.
 - a. True
 - b. False

5. Calculating sums is to:
 - a. Subtract 2 numbers
 - b. Add numbers to get a total
 - c. Divide 2 numbers
 - d. None of the above